

**FIRE CHIEF**

(Competitive Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses the position of chief officer for the fire department and includes highly responsible administrative and supervisory duties in the areas of planning, organizing, and managing all functions, personnel, and property of the department. The Fire Chief develops and administers the departmental operating budget, performs public relations duties, provides for employee training, and oversees the care and maintenance of all department equipment and property. The Fire Chief also takes command at the scenes of fires and other emergencies, directing fire fighting, rescue, and related emergency activities, and provides for a program of fire prevention, including inspections and investigations. The employee of this class works with a high degree of independence, reporting to and having work reviewed by the governing authority for the city.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Develops management policies, and determines goals and objectives for the department. Organizes the department by creating a structure which includes functional divisions and territorial divisions that will best utilize available resources in providing fire protection services for the community. Organizes the personnel management functions of the department by creating work cycles and deploying available manpower in a manner that most effectively provides the required services while minimizing expense. Provides for and oversees a communications system for the department that includes a system for receiving calls or alarms from the public, dispatching appropriate units and personnel to respond to the emergency, handling calls to and from the emergency scene, and processing non-emergency communications. Oversees and utilizes a system of information management designed to organize and process information for use in the administration of the department. Reviews department structure and operations in light of information gathered during research and decides if new programs or policies are needed or if changes in current structure or operation are required. Directs and controls fireground operations, makes decisions on strategy, determines immediate goals and objectives, and makes task assignments.

Reviews work to be done and delegates assignments to subordinates for the effective operation of the department. Outlines responsibilities and duties for subordinates so that they will know what they are expected to do and what results are expected from

their performance. Provides subordinates with the supplies, tools, and resources necessary to get their jobs done and ensures that these are used economically. Adjusts work schedules and approves leave, making sure that sufficient personnel are available to meet department staffing requirements. Reviews reports written by subordinates in order to determine if jobs were completed effectively and in accordance with departmental procedures. Evaluates the work performance of subordinates and writes employee evaluation reports. Provides on-the-job training for department members, including explaining policies, procedures, and rules, and providing assistance in technical areas of work.

Develops a personnel recruitment and selection program in accordance with federal EEO standards in order to ensure that the department can maintain a qualified staff. Interviews prospective employees for hiring. Maintains promotional eligibility lists and makes promotions, both temporary and permanent, in accordance with civil service law. Determines performance standards for department personnel, establishes procedures and system by which personnel performance may be evaluated, and provides training for supervisors who will use the system. Uses information developed in performance evaluations to make decisions concerning retention in a job, assignment rotation, or assignment for specialized training. Develops and administers a comprehensive personnel plan providing for employee compensation and benefits, including administration of the salary plan, health care plan, retirement plan, and fringe benefits offered by the department. Develops a grievance resolution procedure for department employees that will provide an equitable method to deal with employee problems and complaints. Counsels employees who are experiencing work problems and handles employee complaints and grievances. Motivates employees by evaluating their job needs and seeking ways of enriching the job to help each worker better satisfy those needs. Maintains discipline among employees of the department.

Monitors any local conditions which may create situations the department may be called upon to handle. Collects and analyzes data to estimate the extent and causes of risk, determines a level of risk which is acceptable, and devises a risk management program to control losses to the acceptable level. Determines target areas for fire prevention or public education efforts by analyzing local fire protection problems, using department records or information gathering devices such as polls and surveys to identify these problems. Develops and implements an emergency management system based on an identification of potential hazards facing the jurisdiction and an assessment of the capabilities for dealing with those hazards. Directs a program of pre-fire planning in order that the department might be prepared to provide rescue and fire fighting services to the community the most efficient manner possible.

Manages the operation of the general accounting system for the department to provide a record of liabilities, assets, and financial transactions of the department. Prepares a departmental operating budget, including procedures such as collecting and analyzing all necessary fiscal information, reviewing divisional

operating budgets, and preparing revenue and expenditure estimates. Purchases equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Authorizes expenditure of funds allocated for fire department operation, making sure that such expenditures are in accordance with the budget; reviews and signs purchase requisitions, vouchers for payment, or related financial records and sees that they are paid in accordance with departmental policy. Records expenses, disbursements, and related financial transactions of department accounts in order to maintain accurate fiscal records.

Promotes a positive image of the work of the department in the daily performance of duties by interacting with community members in both emergency and non-emergency situations and in both formal and informal settings, providing assistance and information as needed. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Handles complaints from the public concerning fire department operations or concerning procedures related to the handling of emergency medical services. Acts as consultant for smaller fire departments in surrounding areas, providing them with technical expertise, assistance, and cooperation in training and/or fire protection efforts when required. Serves as official department representative at any required meetings in order to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the fire service.

Oversees the general care, maintenance, and use of departmental equipment, vehicles, stations and grounds, and other related property. Obtains estimates on repair costs, locates repair services, and arranges for repairs of all department buildings, property, or equipment, or assigns such to qualified department personnel. Inspects equipment or property after repairs to see that repairs were properly accomplished. Prepares specifications on new fire department equipment for public bids. Maintains proficiency in the use of department equipment and apparatus. Attends training courses to acquire or maintain certification in fire fighting, emergency medical operations, or other related areas as required by the governing authority.

Compiles, organizes, and analyzes data needed and writes reports requiring the ability to effectively communicate information in written form by using logical organization and correct grammar. Writes letters in answer to written or oral requests addressed to the fire department, or as needed to address needs of the fire service.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least eight (8) years as a full time paid firefighter in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Must have a bachelor's degree or an associate degree in fire science, fire administration, or a related fire management curriculum and at least eight (8) years as a full time paid firefighter in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

**OR**

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate, and at least ten (10) years as a full time paid firefighter in a fire service position, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include full time experience with a paid fire department in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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